**RICHGROVE SCHOOL DISTRICT**

“Where Kids Come First”

**COMPLAINT FORM**

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| --- |
| Complainant’s Name |
| Complainant’s Address |
|  |
| Complainant’s Phone Number |

**Special Note:**

Constructive criticism of school policies, programs or personnel is welcome when it is motivated by a sincere desire to improve the quality of the educational process and to assist the schools in performing their tasks more effectively. It is cautioned, however, that in no way will a teacher or other school personnel endure insults or abusive treatment from any person pertaining to any complaint.

1. Name of employee involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Date of incident: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. A brief but specific summary of the complaint/incident:

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Date Complainant’s Signature

**Note:** Submit written complaint to the District Superintendent, Richgrove Elementary School District Office, 20908 Grove Drive, Richgrove, CA 93261.

“In accordance with Federal law and U.S. Department of Agriculture Policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 800-795-3272 or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.”